

Democracy Officer FL-0301- 02

Position Number: 31760

Introductory Statement:

The Bureau for Development, Democracy, and Innovation (DDI) integrates technical expertise with values-driven, cross-cutting priorities and modern approaches to the way USAID performs its work. It provides client-centered technical services to USAID's missions worldwide, supports programming to innovate, learn and address emerging issues, and provides technical leadership within the Agency and externally to enhance development impact.

The Democracy, Human Rights and Governance (DRG) Center provides support for USAID's programming, as well as expertise and policy leadership in democracy, rights, and governance. The functions of the Bureau and Centers are described in ADS 101

Duties and Responsibilities:

Democracy and Democratic Development Program/Project Management 50%

Plans, develops, and implements program/project development activities that affect broad mission areas, such as the assigned country or program areas in the democracy sector. Activities include assessing gaps in applied research; interacting with bilateral and multi-lateral donors, other U.S. Government institutions, Congressional staff, and others; assessing capabilities and identifying various organizations to serve as change-agents; ensuring appropriate program/project documentation is professionally executed. Advises Office, Bureau and Mission staff on a variety of democratic program/project issues. Provides programmatic backstopping and management on high visibility projects, consulting with professionals in various sectors. Ensures programs and projects meet overall USAID goals and mission views/needs are provided adequate consideration in planning and follow-up stages.

Directs or participates in geographic and review of proposed democracy projects and programs, policy, and technical input. Assists Missions in carrying out analyses, feasibility studies, and project design proposals through preparation of terms of reference and making study teams available. Provides project development support on the design and implementation of Bureau portfolio, which includes a variety of sectorial projects. Leads the design and development of new democracy, and democratic development, programs/projects, including initial reconnaissance of projects; preparation of scopes of work for feasibility studies; selection of study contractors; and review and approval of completed feasibility studies. Provides leadership

in designing and implementing USAID training programs; ensuring Agency democracy cadre is up-to-date on current philosophy and best practices related to elections and political processes.

Prepares Written Materials 25%

Prepares briefing papers, reports, and other working documents on complex program issues providing expert guidance or analysis. Provides expert technical advice and assistance to customer organizations on alternative products and services that satisfy general or specific need requirements. Briefs Agency staff on inter-agency issues and priorities and recommends action.

Performs Liaison Activities 25%

Exercises a broad degree of independence and applies authoritative judgment in developing and maintaining relationships with various stakeholders in the government, private industry, and universities. Actively participates in policy formulation and reviews liaison activities for agency-wide programs. Informs stakeholders of changes in organizational programs and operations, conducting briefings on major program changes.

Plans, directs, and executes liaison operations for critical agency-wide programs, with national or international implications. Serves as Agency representative at the senior and working levels within the Agency, U.S Government Departments and agencies, and public international organizations. Establishes and maintains effective working relationships and information networks with state, local entities, and industries affected by organizational programs to gain a better understanding of their interests and to facilitate their participation and understanding. Advises and recommends innovative approaches for avoiding and/or resolving problems and reducing conflicts.

Performs other related duties as assigned.

Other Significant Factors:

Travel: Occasional (25%) Travel is required. Position requires frequent travel to support Missions in the design and management of election and political transition programs worldwide.

BUS CODE: 2283

FLSA: Exempt

Sensitivity Code: (3)- Critical

Supv. Code: 8